

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
(415) 865-4370 Web site: www.courtinfo.ca.gov/jobs

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR MANAGER (FACILITY OPERATIONS)

JOB REQ #: 2060

LOCATION: San Francisco, California
Burbank, California
Sacramento, California

SALARY RANGE: \$8,982 - \$10,917 San Francisco
\$8,730 - \$10,611 Burbank
\$8,394 - \$10,203 Sacramento

THE JUDICIAL COUNCIL AND THE CALIFORNIA ADMINISTRATIVE OFFICE OF THE COURTS

The Judicial Council is the policymaking body of the California courts, the largest court system in the nation. Under the leadership of the Chief Justice and in accordance with the California Constitution, the council is responsible for ensuring the consistent, independent, impartial, and accessible administration of justice. The Administrative Office of the Courts carries out the official actions of the council and ensures leadership and excellence in court administration.

With a staff of approximately 600, the AOC offers a full range of administrative support to California's judicial branch, which comprises the state, appellate, and trial courts; the Habeas Corpus Resource Center; and the Judicial Council. This support includes legal research and advice; court project development and implementation; legislative analysis and advocacy; judicial and staff education; human resources services; information systems development; and accounting, business services, facilities, and budget advocacy, development, and management.

THE OFFICE OF COURT CONSTRUCTION AND MANAGEMENT

In accordance with Senate Bill 1732 (Trial Court Facilities Act of 2002), the Judicial Council will represent the state in all negotiations with the counties regarding the disposition and transfer of trial court facilities from the counties to the State. In addition, this landmark legislation establishes procedures and an infrastructure for this shift to take place over a period of three years starting July 1, 2004. To support this initiative, the AOC established the Office of Court Construction and Management (OCCM) to provide a broad range of professional services including planning, design, construction, and facility and real estate management for the courts throughout the state. The divisional responsibilities will also include: real property negotiations and/or title transfer; reviewing legal transfer documents and state-county operating agreements; developing the organizational structures to assume building operations and maintenance responsibilities; designing and implementing a centralized facility database to manage court facilities, fixed assets, and capital improvements; and preparing the necessary staffing for these operations. Currently, the division is embarking on foundational phases to organize and manage the transfer of responsibility for over 450 individual court facilities.

FACILITIES MANAGEMENT UNIT

The role of the Facilities Management Unit is to provide for the safety, health, and welfare of court facility occupants, users, and affected community through diligent and expedient care taking of the physical plant.

SENIOR MANAGER (FACILITY OPERATIONS)

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Under policy direction, the Senior Manager, Facility Operations is responsible for the implementation of a comprehensive facility operations and maintenance program for several-hundred court facilities statewide.

RESPONSIBILITIES

Prevention, safety, evaluation duties:

- Directs development of criteria for prioritization of preventive maintenance and operations activities, including administration of building maintenance and operations budgets on a monthly, annual, and five-year forecast basis.
- Directs the integration of security programs, building life safety and automation systems, and environmental management requirements, into building operations and maintenance plans.
- Develops standards for maintenance and testing of equipment and machinery, and directs program development and training of staff in inspections, records management, safety programs, and required reporting and documentation.
- Conducts studies to forecast and evaluate operations and maintenance needs; equipment replacement requirements; staffing requirements; and cost effectiveness of programs, equipment, and procedures.

Contract and vendor duties:

- Directs competitive procurement of and oversees schedules for building maintenance and operations contracts.
- Schedules integration of various vendor services to optimize efficiencies and minimize service disruptions.
- Develops and ensures implementation of contracting and procurement policy, including communication to management, staff, outside agencies (e.g., trial courts and the executive and legislative branches) and the public.
- Develops and manages key sourcing and materials strategies; participates in review of vendors in terms of contracted output requirements; recommends corrective measures and /or termination of non-performing vendors.
- Works in close coordination with OCCM, and other AOC divisions to develop standard contract provisions. Reviews and evaluates status reports to determine problem areas and plan improvements in the allocation and utilization of personnel, materials, time, and equipment.

Leadership and program planning duties:

- Makes policy recommendations to OCCM and Finance on operation and maintenance matters; coordinates facility operations and maintenance budgeting, planning and execution with county staff in shared use facilities.
- Works in conjunction with OCCM, county staff, state and local agencies, to integrate planning and design requirements, procurement and execution of maintenance programs.
- Directs coordination of facility operations with planning and design activities of major capital projects, including development of new buildings, major renovations, Special Repairs, and associated projects.
- Works with county staff, budget analysts and court managers to plan, budget, assign, and evaluate the work of assigned staff relative to court needs, building conditions and building management plans.
- In coordination with OCCM Health & Safety staff, develops and ensures compliance with applicable rules, regulations and guidelines for safety procedures and protocols, including handling of hazardous materials, workplace injury, illness prevention, environmental health and safety.
- Develops and implements a comprehensive facilities customer satisfaction program, undertaking indicated and necessary adjustments to procedure and resources in order to ensure improvements in service delivery.

Other responsibilities:

- Work evening and weekend hours as necessary.
- Will be required to travel statewide or regionally as necessary.

MINIMUM QUALIFICATIONS

Equivalent to a Bachelor's degree and seven years of experience in a relevant field; including a minimum of three years of increasingly responsible management experience. Qualifying experience may include professional building/facility management and contracting experience (which includes the drafting of contracts and solicitation documents).

OR

One year as a Manager, or two years as Supervising Analyst, Supervising Attorney, or other supervisory-level professional class with the judicial branch.

DESIRABLE QUALIFICATIONS

Membership or participation in industry organizations such as BOMA, IFMA, ASHRAE or other is desirable.

The ideal candidate would have knowledge of the following: Current practices and materials used in the repair of buildings and facilities, including knowledge of the technical aspects of building operations. Basic principals of contract law, public purchasing, research, cost analysis and control, budgeting, and accounting. Price/cost analysis techniques for sourcing of contracts for goods and services related to building operations and maintenance. Contract types, methods, and techniques including cost and incentive contracting, award fee, cost sharing arrangements, processing of unsolicited proposals, and multiple awards. Laws, regulations, and standards associated with health and safety, labor compliance, building codes, government codes, contract development, administration, and termination.

He/she would also have the following abilities: Plan, organize, supervise, review, and evaluate the work of others, including management and supervision of large, varied, and remote teams with multiple team members. Understand architectural plans, engineering diagrams and reports, technical systems and financial analyses and summaries, contract documents including specifications, proposals, and bids. Establish and maintain effective working relationships with those contacted in the course of the work, including members of the judiciary, members of the public, allied members of federal, state, and local agencies, staff members, and vendors, including bargaining unit employees.

TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply August 30, 2004, however, this position will remain open until filled. Refer to **Senior Manager (Facility Operations), Req# 2060** on your application materials and all correspondence. To complete an online application, please visit our Web site at <http://www.courtinfo.ca.gov/jobs/onlineapp.htm>.

OR

To obtain a printed application, please visit:

California Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3660

415-865-4272 Telecommunications Device for the Deaf

BENEFITS

The AOC offers a comprehensive benefits package including health, dental, and vision insurance; 401(k) and 457 deferred compensation plans; and our newly enhanced retirement plan (2 percent at 55). For details, please see a general description of our benefits on our Web site.

The Administrative Office of the Courts Is an Equal Opportunity Employer.

The mission of the AOC is to serve the Chief Justice, the Judicial Council, and the courts for the benefit of all Californians by advancing leadership and excellence in the administration of justice that continuously improves access to a fair and impartial judicial system.

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